Teaching & Learning Assistant
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Tanglin Mission
Tanglin Trust School Singapore has a long tradition of providing British-based learning with an international perspective. At Tanglin we strive to make every individual feel valued, happy and successful. Responsibility, enthusiasm and participation are actively encouraged and integrity is prized. Working together in a safe, caring yet stimulating environment, we set high expectations whilst offering strong support, resulting in a community of lifelong learners who can contribute with confidence to our world.

Person Specification
The successful applicant will support the teacher or unit in the teaching process in order to attain educational excellence.
The applicant must demonstrate a positive attitude towards the teaching process. He / She must be able to communicate, liaise and develop sound relationships with children, teachers, parents and colleagues to enhance the teaching process.

KEY RESPONSIBILITIES

1. Care of Students
   • Assist the teacher in the care of the child;
   • Be proficient in developing a rapport with the child;
   • Display a positive attitude in encouraging the child to become independent;
   • Supervision of children referring to the school’s code of conduct for behaviour and discipline;
   and
   • Play and work observations and feedback to the teacher on the child, as necessary.

2. Curriculum
   • Assist the teacher in the delivery of the taught curriculum, especially Numeracy and Literacy;
   • Carry out planned curriculum tasks with the individual or group under teacher instruction;
   • Be aware of forward planning and events in the curriculum, contributing ideas as necessary;
   • Supervise children in planned activities under teacher instruction;
   • Supervise planned work in teacher’s absence;
   • Listen to children read, using the appropriate skills; and
   • Assess individual student’s sight words/ HFW spellings-monitor progress and set new words.
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3. Classroom Organisation
   • Follow through on the teacher’s/class daily routine;
   • Anticipate the organisational needs of the class and act upon them;
   • Ensure the correct supply of stationery materials;
   • Assist in the collection of proformas and monies to/from parents;
   • Collect and distribute letters to/from parents;
   • Organise resources for the class;
   • Maintain educational equipment used by the class/unit, including care and hygiene; and
   • Register responsibilities.

4. Artwork
   • Be proficient in the preparation and dismantling of displays in the unit e.g. letters, borders, mounts; and
   • Prepare art materials for class/unit activity.

5. Administration
   • Be aware and demonstrate proficiency in the administrative procedures of the year group;
   • Assist with stock inventory;
   • Devise and complete checklists for tasks as required;
   • Check and follow up on routine administration; and
   • Daily scanning of reading books and library books ‘in and out’.

6. Communication
   • Develop the ability to communicate clearly with children;
   • Be able to develop the child’s communication, using the appropriate skills and questions;
   • Encourage a child’s development through Art;
   • Give regular feedback to the teacher on class activity or behavior;
   • Inform teacher of communication/letters from other departments;
   • Communicate confidently with teachers and their assistants across all key stages;
   • Communicate regularly with teacher and Teacher Assistant Liaison;
   • Ensure that letters to parents are distributed;
   • Develop confidence in dealing with parents, referring to the teacher as required; and
   • Dealing with queries from other areas, informing the teacher as required
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7. Information Technology
   • Gain knowledge of and proficiency in the ICT programs used by the class/unit;
   • Assist the teacher in supervision of ICT activity; and
   • Use the computer programs available to assist with displays or classroom administration.

8. General
   • Demonstrate a positive and caring attitude towards the child;
   • Work in areas of the school in other job related tasks as circumstances require;
   • Maintain a standard of personal image in keeping with the classroom role; and
   • On an annual basis, complete the Review and Development exercise and undertake identified development opportunities. Maintain an accurate and up to date record of all Professional development opportunities.

Tanglin Trust School is committed to the protection and safety of its students. The successful candidate will be expected to embrace this commitment and will be responsible for safeguarding and promoting the welfare of children.

Salary and benefits
- Salary range between S$1,800 to S$3,500 per month (depending on experience)
- Annual bonus
- School holidays leave (10 – 12 weeks)
- Medical (outpatient and inpatient)